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METHOD STATEMENT TEL/MS/TfGM 05 PI-01

Project /Client:	TfGM – Greater Manchester Connected Wayfinding

Description of Work: Installation of Standard Foundation at Location PI-01 London Road/Fairfield Street Manchester

Start Date: May 2019	**Duration:** Less than one working day

Location: P1 – 01 London Road/Fairfield Street, Manchester Refer to Location and Site Plan: P1-11 Drawing No. 269-CM_CD_PD_001-PI-01

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Sequence of Key Activities:

Site Set Up - day 1

On arrival at site, the Site Supervisor and operatives will sign in if required.

On arrival at site location the operative checks the correct location with the works order, site drawings and on site markings. Refer to Location and Site Plan: PI-01, all site surveys for all locations have been uploaded to EDRMS

Politely ask any pedestrians to stay clear of the area whilst erecting safety barriers.

Review risk assessment to identify any unforeseen hazards and take action to reduce any risk to residual.

Park vehicle safety in approved parking location within the allocated space within the bus station. Erect cones, signs and barriers in accordance with Safety at Street Works and Road Works Code of Practice, all traffic management to be to NRSWA Chapter 8

Barrier safe working zone leaving clear access for pedestrians

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Installation of Standard foundation

The area is to be checked by the competent person for underground services using a CAT scanner.

Refer to the Residual Risk Register and Statutory Services Drawings.

If area is free from services proceed and remove finished floor materials carefully and set aside for re-use where applicable (i.e. Clear mat).

Refer to drawing standard Foundations Drawing No. TRU/868/TBC – 015

Salvage existing slabs where possible and could be lifted and cut to accommodate the new totems

Commence excavation to required foundation sizes hole size to be 1000mm x 600mm x 200mm deep for Standard Foundation 'Safe dig' practices are to be employed at all times. The initial part of the excavation is done by using hand tools (scissor shovels) to ensure that there are no services present that the CAT scanner has not detected. E.g. clay pipes and cable TV.

Remove all earth and spoil from site carefully by loading into ton bags for return and safe disposal from the Company yard.

Install foundation cage and paving tray into excavated hole and ensure line and level using special metalwork foundation levelling jig structure.

Mix sufficient rapid setting QC10 cement to fill the hole and pour the concrete around metalwork to the required level.

Check foundation metalwork levelling jig has not moved during the pouring process and leave concrete to cure sufficiently to enable the levelling jig to be removed (30 minutes+).

Carefully remove levelling jig and set aside.
The site will be clear as paving tray and cover plate (as per design) will be installed and foot-way reinstated so no barriers left on-site.

Drawings and Documentation:

Record details relevant to scope of work.
Attach any documents.
Drawing numbers.

PCI from Weston Williamson & Partners
Residual Risk Register
TRU/868/TBC-015 Standard Foundation Primary Totem Assy (900)
TEL-B716-00-201

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Project Organisation for Health and Safety:
Attach copy of Organisation Chart, Procedure P2 Health and Safety Manual Managing Director: Mr J Morley Telephone; 0208 561 4959 Director responsible for H & S: Mr D Veale Telephone; 0208 561 4959 Contract Manager: Mr D Gowans Telephone; 0208 561 4959

Resource Requirements:
Personnel (Estimated number):
Two installation operatives /Supervisor. Supervisor holds NRSWA Supervisor Training / Operatives hold NRSWA operative Training.

P.P.E. & R.P.E (List minimum requirements and any specialist equipment):
Safety shoes/boots, hi-visibility jackets, ear defenders, safety glasses/goggles, safety helmets, cut resistant gloves. FFP2 dust masks.

List equipment: (General site equipment, plant and tools:
Small hand tools, digging tools, breaker, mixer, C.A.T. Scanner

Materials:
Rapid drying QC10.

Special plant and equipment:
(Cranes, mobile towers, MEWPS, breathing apparatus, ETC)
Lorry mounted crane / Hiab

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Training Certification:
(List specific training requirements)
Lorry mounted crane operator certification. Street works – Signing and Guarding. City and Guilds.

Isolations, terminations and special measures to be taken:
List permits to work. Special operational factors. Security arrangements.
As necessary to complete the activity. None notified.

Hazardous Materials and substances:
List materials and substances. Attach COSHH assessment sheets
Rapid setting Cement. (QC10)

Risk Assessment and Controls:
List risk assessments. List key risks and categorise risk.
General Working on Site Slips, Trips and Falls Use of TM on Single Carriageways Hand Tools Hand Operated Power Tools Loading – Unloading Vehicles Use of Plate Compactor Lifting operations Working adjacent to Live Services Excavation Works Use of Step Ladders Manual Handling Hazardous Materials

Special Control Measures :
Identify areas of specifically hazardous conditions. E.g. Asbestos, confined spaces, excavations.
Refer to PCI Section 8.0 Existing Records

Refer to Residual Risk Register from PCI

Access and Egress:

Identify safe access and egress.

Park with consideration to other road users and pedestrians.

Park in accordance with Safety at Street Works and Road Works Code of Practice.

All Parking to be within the designated bay allocated within the bus station.

Lighting:

Specify task lighting and access and egress route lighting.

Not foreseen. If lighting was necessary then a specific risk assessment will be undertaken.

Housekeeping and Waste Management:

Arrangements for controlling waste and materials on site:

The site is to be kept clean and tidy throughout the shift with routes free from waste, tools and materials.

All waste material from work carried out will be returned to Trueform for recycling under the Environmental Policy.

Welfare Facilities:

Identify location of each facility:

Toilet and washing facilities: Suitable public conveniences will be used

Welfare facilities: Site Supervisor is to identify local amenities for use by operatives in close proximity to the site.

First Aid Provision:

Identify personnel, contact detail and location:

Location of First Aid box and eye wash facilities:
As instructed at induction, plus personnel first aid box in vehicle.

Serious injuries to be treated at the nearest local Hospital A&E Department

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Manchester Royal Infirmary
Oxford Road
Manchester
M13 9WL

All injuries to be reported and recorded in the accident book.

Fire Precautions and Emergency Procedures:
Identify personnel, contact details and locations:

Emergency telephone number: Dial 999 or as instructed at induction.

Emergency fire extinguisher in all vehicles.

Task Completion:
List any discrepancies or changed made to method statement during operation:

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METHOD STATEMENT TEL/MS/TfGM 06 PI-01

Project /Client:	TfGM – Greater Manchester Connected Wayfinding

Description of Work: Installation of Totem Sign at Location PI-01 London Road/Fairfield Street Manchester

Start Date: Proposed **May 2019**	**Duration:** Less than one working day

Location: P1 – 01 London Road/Fairfield Street Manchester Refer to Location and Site Plan: P1-01 Drawing No. 269-CM_CD_PD_001-PI-01

Sequence of Key Activities:

Site Set Up – Refer to Method Statement TEL/MS/TfGM 01 Rev B

Installation of Totem - day 2

The truck is to be positioned within the cordoned off area at location PI-01 London Road Manchester. Refer to Drawing Location and Site Plan: PI-01. all site surveys for all locations have been uploaded to EDRMS

Ref: document 15115-HS-MET-000003 Lifting Plan for Wayfinding Totems

The Site Supervisor is to install lifting straps to the top bar frame of the sign.

The Hiab will then be connected to the straps and the supervisor will proceed to operate the Hiab for the lift.

The operatives will be located adjacent to the position of where the totem is to be placed to guide the totem to positioning closest to the excavation (5m)

The totem will be disconnected from the Hiab and installed with lifting straps to the Genie lift.

The genie lift will be moved into position at excavation (1.5m from Hiab drop area)

Ensure that the sign is located in the correct orientation in accordance with the signage directional information.

Once in position affix 4 off holding down nuts, washers and shake proof washers into position and securely tighten.

Place lower stainless steel foundation plates into position

Affix lower plate 'locking bars' into position so as to ensure lower plates are secure, and affix side extrusions into place.

Backfill with Type 1
Existing pavement slab sizing and pavement flows or patterns would be matched like-for-like

Operatives to install Glazing to Sign frame.

In most instances where a new totem is being installed into paving slabs, the existing slabs could be lifted and cut to accommodate the new totem appropriately.

No temporary concrete infill or tarmac would be used (unless these materials match the site pavement), and that the site pavement would be re-instated first time.
Reinstate slab foot-way to the base of the sign as detailed in drawing TRU/868/TBC-019 Install cover plates.

Carry out final visual inspection of sign to ensure no damage has occurred during the installation/erection process.

Remove the cones, signs and barriers in accordance with Safety at Street Works and Road Works Code of Practice. Sweep site and surrounding area clean of all spoil and leave in a clean and tidy condition.
Remove the cones, signs and barriers in accordance with Safety at Street Works and Road Works Code of Practice, photograph completed works

Drawings and Documentation:

Record details relevant to scope of work.
Attach any documents.
Drawing numbers.

PCI from Weston Williamson & Partners
Residual Risk Register
TRU/868/TBC-015 Standard Foundations Primary Totem Assy (900)
TEL-B716-00-201

Project Organisation for Health and Safety:

Attach copy of Organisation Chart, Procedure P2 Health and Safety Manual

Managing Director: Mr J Morley Telephone; 0208 561 4959

Director responsible for H & S:	Mr D Veale	Telephone; 0208 561 4959
Contract Manager:	Mr D Gowans	Telephone; 0208 561 4959

Resource Requirements:

Personnel (Estimated number):

Two installation operatives /Supervisor. Supervisor holds NRSWA Supervisor Training / Operatives hold NRSWA operative Training.

P.P.E. & R.P.E (List minimum requirements and any specialist equipment):

Safety shoes/boots, hi-visibility jackets, ear defenders, safety glasses/goggles, safety helmets, cut resistant gloves. FFP2 dust masks.

List equipment: (General site equipment, plant and tools:

Small hand tools, digging tools, breaker, mixer, C.A.T. Scanner

Materials:

Rapid drying QC10.

Special plant and equipment:

(Cranes, mobile towers, MEWPS, breathing apparatus, ETC)

Lorry mounted crane / Hiab
Genie SLK25

Training Certification:

(List specific training requirements)

Lorry mounted crane operator certification.
Street works – Signing and Guarding. City and Guilds.

Isolations, terminations and special measures to be taken:

List permits to work. Special operational factors. Security arrangements.

As necessary to complete the activity. None notified.

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Hazardous Materials and substances:
List materials and substances. Attach COSHH assessment sheets
Rapid setting Cement. (QC10)

Risk Assessment and Controls:
List risk assessments. List key risks and categorise risk.
General Working on Site Slips,Trips and Falls Use of TM on Single Carriageways Hand Tools Hand Operated Power Tools Loading – Unloading Vehicles Use of Plate Compactor Lifting operations Working adjacent to Live Services Excavation Works Use of Step Ladders Manual Handling Use of Mobile towers –podiums-platforms Hazardous Materials

Special Control Measures :
Identify areas of specifically hazardous conditions. E.g. Asbestos, confined spaces, excavations.
Refer to PCI Section 8.0 Existing Records Refer to Residual Risk Register from PCI

Access and Egress:
Identify safe access and egress.
Park with consideration to other road users and pedestrians. Park in accordance with Safety at Street Works and Road Works Code of Practice.

All Parking to be within the designated bay allocated within the bus station.

Lighting:

Specify task lighting and access and egress route lighting.

Not foreseen. If lighting was necessary then a specific risk assessment will be undertaken.

Housekeeping and Waste Management:

Arrangements for controlling waste and materials on site:

The site is to be kept clean and tidy throughout the shift with routes free from waste, tools and materials.

All waste material from work carried out will be returned to Trueform for recycling under the Environmental Policy.

Welfare Facilities:

Identify location of each facility:

Toilet and washing facilities: Suitable public conveniences will be used

Welfare facilities: Site Supervisor is to identify local amenities for use by operatives in close proximity to the site.

First Aid Provision:

Identify personnel, contact detail and location:

Location of First Aid box and eye wash facilities:
As instructed at induction, plus personnel first aid box in vehicle.

Serious injuries to be treated at the nearest local Hospital A&E Department

Manchester Royal Infirmary
Oxford Road
Manchester
M13 9WL

All injuries to be reported and recorded in the accident book.

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Fire Precautions and Emergency Procedures:
Identify personnel, contact details and locations:
Emergency telephone number: Dial 999 or as instructed at induction. Emergency fire extinguisher in all vehicles.

Task Completion:
List any discrepancies or changed made to method statement during operation:

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METHOD STATEMENT TEL/MS/TfGM 03 Rev. C

Project /Client:	TfGM – Greater Manchester Connected Wayfinding

Description of Work: Removal of existing signage at various locations in Manchester

Start Date: March 2019	**Duration:** Less than one working day

Location: Remove existing signs
PI.01 x2, PI.05 x2, PI.06 x1, PI.11 x1, PE.01 x1, PE.03 x1, PE.06 x1, PE.08 x1, PE.09 x1, SE.01 x1, SE.02 x1, SE.03 x1, SE.04 x1, SE.07 x1, SE.11 x1, SD.03 x1, PH.01 x1, PH.02 x1

Sequence of Key Activities:

Site Set Up - day 1

On arrival at site, the Site Supervisor and operatives will sign in at each Interchange office where applicable to location

On arrival at site location the operative checks the correct location with the works order, site drawings and on site markings. Refer to Location and Site Plans, all site surveys for all locations have been uploaded to EDRMS

Politely ask any pedestrians to stay clear of the area whilst erecting safety barriers.

Review risk assessment to identify any unforeseen hazards and take action to reduce any risk to residual.

Park vehicle safety in approved parking location within the allocated space. Erect cones, signs and barriers in accordance with Safety at Street Works and Road Works Code of Practice, all traffic management to be to NRSWA Chapter 8

Barrier safe working zone leaving clear access for pedestrians

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Removal of existing signage

Any existing signage (if to be removed) would be removed and site remediated before the installation of the new signage

The area is to be checked by the competent person for underground services using a CAT scanner.

Refer to the Residual Risk Register and Statutory Services Drawings.

Set up podium steps and remove remove top sections individually of existing wayfinding, store on vehicle

If area is free from services proceed and excavate/remove finished floor materials carefully and set aside for re-use where applicable (i.e. Clear mat).

Remove wayfinding pole, store on vehicle

Any existing damaged pavement from the previous signage would be totally removed.

No temporary concrete infill or tarmac would be used (unless these materials match the site pavement), and that the site pavement would be re-instated first time.

Reinstate and replace like-for-like with appropriate materials

Remove all surplus earth and spoil from site carefully by loading into ton bags for return and safe disposal from the Company yard

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Drawings and Documentation:

Record details relevant to scope of work.
Attach any documents.
Drawing numbers.

PCI from Weston Williamson & Partners
Residual Risk Register

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Project Organisation for Health and Safety:
Attach copy of Organisation Chart, Procedure P2 Health and Safety Manual Managing Director: Mr J Morley Telephone; 0208 561 4959 Director responsible for H & S: Mr D Veale Telephone; 0208 561 4959 Contract Manager: Mr D Gowans Telephone; 0208 561 4959

Resource Requirements:
Personnel (Estimated number):
Two installation operatives /Supervisor. Supervisor holds NRSWA Supervisor Training / Operatives hold NRSWA operative Training.

P.P.E. & R.P.E (List minimum requirements and any specialist equipment):
Safety shoes/boots, hi-visibility jackets, ear defenders, safety glasses/goggles, safety helmets, cut resistant gloves. FFP2 dust masks.

List equipment: (General site equipment, plant and tools:
Small hand tools, digging tools, breaker, mixer, C.A.T. Scanner

Materials:
Rapid drying QC10.

Special plant and equipment:
(Cranes, mobile towers, MEWPS, breathing apparatus, ETC)
Step Platform (1.5m)

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Training Certification:
(List specific training requirements)
Street works – Signing and Guarding. City and Guilds.

Isolations, terminations and special measures to be taken:
List permits to work. Special operational factors. Security arrangements.
As necessary to complete the activity. None notified.

Hazardous Materials and substances:
List materials and substances. Attach COSHH assessment sheets
Rapid setting Cement. (QC10)

Risk Assessment and Controls:
List risk assessments. List key risks and categorise risk.
General Working on Site Slips,Trips and Falls Use of TM on Single Carriageways Hand Tools Hand Operated Power Tools Loading – Unloading Vehicles Use of Plate Compactor Lifting operations Working adjacent to Live Services Excavation Works Use of Step Ladders Manual Handling Hazardous Materials

Special Control Measures :
Identify areas of specifically hazardous conditions. E.g. Asbestos, confined spaces, excavations.
Refer to PCI Section 8.0 Existing Records

Refer to Residual Risk Register from PCI

Access and Egress:

Identify safe access and egress.

Park with consideration to other road users and pedestrians.

Park in accordance with Safety at Street Works and Road Works Code of Practice.

All Parking to be within the designated bay allocated within the bus station.

Lighting:

Specify task lighting and access and egress route lighting.

Not foreseen. If lighting was necessary then a specific risk assessment will be undertaken.

Housekeeping and Waste Management:

Arrangements for controlling waste and materials on site:

The site is to be kept clean and tidy throughout the shift with routes free from waste, tools and materials.

All waste material from work carried out will be returned to Trueform for recycling under the Environmental Policy.

Welfare Facilities:

Identify location of each facility:

Toilet and washing facilities: Suitable public conveniences will be used

Welfare facilities: Site Supervisor is to identify local amenities for use by operatives in close proximity to the site.

First Aid Provision:

Identify personnel, contact detail and location:

Location of First Aid box and eye wash facilities:
As instructed at induction, plus personnel first aid box in vehicle.

Serious injuries to be treated at the nearest local Hospital A&E Department

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Manchester Royal Infirmary
Oxford Road
Manchester
M13 9WL

All injuries to be reported and recorded in the accident book.

Fire Precautions and Emergency Procedures:
Identify personnel, contact details and locations:
Emergency telephone number: Dial 999 or as instructed at induction. Emergency fire extinguisher in all vehicles.

Task Completion:
List any discrepancies or changed made to method statement during operation: